



## Supervisor - Real Property Services

### Details

**Job ID :** 341

**Title :** Supervisor - Real Property Services

**Job Code :** 1114

**Salary :** \$2,863.00 (Monthly)

**Grade :** 11

**Tenured :** YES

### Job Departments

- Administrative Services - Real Property

### Purpose

RESPONSIBLE FOR SUPERVISING REAL PROPERTY STAFF AND OVERSIGHT OF MAINTENANCE, RENOVATION, AND LEASING.

### Required Qualifications

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 4 Years of Related Experience

### Job Required Knowledge

- 4 YEAR DEGREE MUST BE IN BUSINESS OR CONSTRUCTION MANAGEMENT

### Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

### Job Duties

- SUPERVISES REAL PROPERTY STAFF
- ASSIGN JOBS TO STAFF
- IMPLEMENT COURT OF JUSTICE POLICIES AND PROCEDURES
- PROVIDES OVERSIGHT ON RENOVATION, SPACE PLANNING, AND LEASING PROJECTS
- RECOMMENDS CORRECTIVE ACTION TO COURT OFFICIALS AND CONTRACTORS, COUNTY OFFICIALS, AND PROFESSIONAL SERVICE PROVIDERS
- ATTEND MEETINGS TO OFFER SOLUTIONS ON MAINTENANCE, OPERATIONS, AND SPACE ISSUES IN URBAN GOVERNMENT FACILITIES
- OTHER DUTIES AS ASSIGNED